



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF SCHOOL IMPROVEMENT, ATTN: DONNA CASH
 P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480
Teaching & Learning Institute
FINAL EXPENDITURE REPORT AND IMPLEMENTATION PLAN REPORT

Revenue Code —Other State Funds 5397

FINAL EXPENDITURE DEADLINE JULY 14

SECTION I REVIEW AND APPROVAL (DEPARTMENT USE ONLY)

DATE APPROVED	PROJECT NUMBER	APPROVED \$	AUTHORIZED SIGNATURE
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SECTION II PROJECT INFORMATION (TO BE COMPLETED BY APPLICANT)

NAME OF SCHOOL DISTRICT		COUNTY-DISTRICT CODE
NAME OF BUILDING		BUILDING CODE
CONTACT PERSON	TELEPHONE NUMBERS SCHOOL: FAX: HOME:	
CONTACT PERSON E-MAIL ADDRESS		

Include details for each category. Total the amount spent in each category for the team to attend the institute. You do not need to send receipts or documentation, but you should keep information on file for auditing purposes.

FINAL BUDGET		TOTALS
Substitutes	_____ substitutes x \$_____/day x _____ days	
Stipend	_____ educators x \$_____/day x _____ days	
Hotel	_____ rooms x \$_____/night x _____ nights	
Meals	_____ educators x \$_____/ meal x _____ nights	
Materials	_____ materials x _____/person	
Travel	_____ miles x _____/mile x _____ number vehicles	
FINAL EXPENDITURES		

If **total expenditures** exceed the state funds approved, return this form to the address at the top of this page.
 If **state funds approved** exceeds total expenditures, please write a check for the difference, made payable to "Treasurer-State of Missouri," and mail the check with this form to the address at the top of this page.

SECTION III AUTHORIZATION

SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE	DATE
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SUBMIT ORIGINAL AND ONE COPY



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PROJECT EVALUATION REPORT DEADLINE JULY 14

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SECTION III PROJECT EVALUATION REPORT

Submit a one-page report detailing strategies the teachers and/or administrators plan to implement to improve student achievement based on their institute experience.

SECTION IV AUTHORIZATION

SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE	DATE
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